

Franklin Township Trustee
January 3, 2017

Call to Order at 7:01 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary, Thomas A. Wood

A motion was made to approve the meeting minutes for December 6th, the December assistance report, and bank statement by Mr. Canary. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

Resolution 17-01 – Advisory Board for 2017. Mr. Wood was elected president of the board and Mr. Canary was elected secretary of the board.

Resolution 17-02 – Transfer to Rainy Day Fund was discussed by the board. The resolution was tabled until the next meeting.

Resolution 17-03 – Complying with Anti-Nepotism Law was discussed by the board. Mr. Wood made a motion to approve the resolution, which was seconded and passed.

A brief discussion was held regarding the transitional housing units.

- Unit 692 had a plumbing issue. Two single moms with children in unit.
- Unit 672 – a single father and son in unit.
- Unit 664 – mom, dad, and 3 children in unit.

The investigator (J.P.) will not be available to do Saturday and Sunday inspections per recent communication with the Trustee.

2017 W-4's were distributed and completed.

A discussion was held regarding the need for (and pricing of) a storage unit for the office. The discussion was tabled until the next meeting.

A brief discussion was held regarding the SSI payee program. Four clients are currently in the program.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:35 PM



David Bayless



Charles Canary



Thomas A. Wood

Franklin Township Trustee
February 7, 2017

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, David Bayless, Charles Canary, Thomas A. Wood

A motion was made to approve the consent agenda (meeting minutes for January 3, the January assistance report, January bank statement, and January SSI payee details) by Mr. Canary. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

Resolution 17-02 – Transfer to Rainy Day Fund. The resolution was discussed by the board. Mr. Wood made a motion to approve. The motion was seconded and the resolution passed.

A brief discussion was held regarding a storage unit from Heartland Storage, Inc. A 10x15 unit will cost \$85.00 per month. The agreement was discussed and signed by the board.

The 2016 Annual Report was discussed. Mr. Canary made a motion to approve, which was seconded and passed.

1782 Notice was discussed by the board.

Appeal and Commissioner's Decision was discussed by the board.

Resolution 17-04 – Additional Policy (Debit Card Policy for Social Security Payee Account) was reviewed and discussed by the board. Mr. Wood made a motion to approve, which was seconded and approved.

Resolution 17-05 – Social Security Payee Account was reviewed and discussed by the board. Mr. Canary made a motion to approve, which was seconded and approved.

A brief discussion was held regarding the transitional housing units.

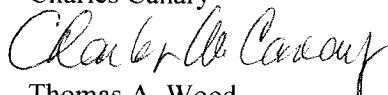
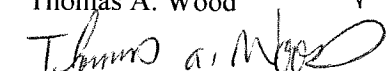
- Unit 692 had a plumbing issue again. The main drain was cleaned. A single female and a mother with her daughter are in the unit.
- Unit 672 – a male is in the unit.
- Unit 664 – mom, dad, and baby in unit.

Mr. Bayless is no longer living in the township. His resignation from the board will be delivered to the Trustee February 8, 2017.

Motion to adjourn made by Mr. Canary, which was seconded and passed.

Meeting adjourned at 7:34 PM

(absent)
David Bayless

Charles Canary

Thomas A. Wood


Franklin Township Trustee
March 7, 2017

Call to Order at 7:02 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas A. Wood

The Trustee introduced our new Advisory Board Member, Brandi Henderson.

A motion was made to approve the consent agenda (meeting minutes for February 7th, the February assistance report, and February bank statements) by Mr. Canary. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The Trustee announced that the office obtained new computers and monitors. The old office computers will be sanitized (with certificates) and donated. The board agreed to allow the Trustee to donate the old office computers and old office printers.

Resolution 17-06 – Oversight Committee. Mr. Bayless, who is no longer on the advisory board, had previously taken on the responsibilities of the Oversight Committee. Mr. Canary made a motion to nominate Ms. Henderson to replace Mr. Bayless on the Oversight Committee. The motion was seconded and passed. Mr. Wood made a motion to approve Resolution 17-06 with Ms. Henderson on the Oversight Committee. The motion was seconded and the resolution passed.

Resolution 17-07 – Additional Policy – Annual Training. The resolution was discussed by the board. Mr. Canary made a motion to approve the resolution, which was seconded and the resolution passed.

A brief discussion was held regarding the transitional housing units.

- Unit 692 – two males are in the unit.
- Unit 672 – two females are in the unit.
- Unit 664 – vacant with no one on the wait list.


The units are cleaned professionally on a rotating basis. The carpets are cleaned every quarter. The units may need painted soon.

The Trustee has scheduled a meeting with the fire chief. The purpose of the meeting is to determine if the fire department has any specific needs. The Trustee may offer some financial aid.

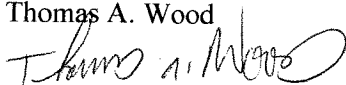
Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:40 PM


Brandi Henderson


Charles Canary

Thomas A. Wood



Franklin Township Trustee

~~March 7, 2017~~
April 4, 2017

Call to Order at 7:02 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas A. Wood

The Trustee opened the public hearing for the Additional Appropriations Resolution 17-08. The Trustee stated that the fire department would use the additional appropriation for the purchase of equipment needed for a new fire truck that will be used to service Franklin Township. Mr. Wood made a motion to approve the Resolution, which was seconded and passed. The public hearing was then closed by the Trustee.

A motion was made to approve the consent agenda (meeting minutes for March 7th, the March assistance report, and March bank statements) by Mr. Canary. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The Trustee presented a mileage claim to the board for January, February, and March. Mr. Canary made a motion to approve the mileage claim, which was seconded and passed.

A brief discussion was held regarding the transitional housing units.

An invitee was in a unit for "No Place to Call Home" (NPTCH). The unit was damaged by the invitee, but the damages were covered by NPTCH.

A boyfriend and girlfriend (couple) were staying in a unit. There were issues with the boyfriend and he was asked to leave the unit.

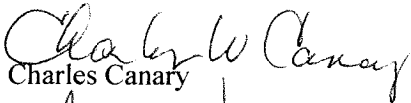
The Trustee took Ms. Henderson's photograph for the Township web site.

Motion to adjourn made by Mr. Canary, which was seconded and passed.

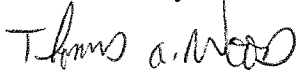
Meeting adjourned at 7:35 PM



Brandi Henderson



Charles Canary



Thomas A. Wood

Franklin Township Trustee
May 2, 2017

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for April 4, the April assistance report, and April bank statements) by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The Trustee reported that the Additional Appropriation had been approved by the DLGF.

A brief discussion was held regarding the Addendum to the Fire Contract. A motion was made by Mr. Canary to approve the Addendum, which seconded and passed.

A brief discussion was held regarding the transitional housing units.

-A unit has damaged carpeting that needs to be replaced. A local handyman removed the damaged carpeting and the Trustee will select the new carpeting. Lowe's to provide quote for new carpeting.

-All invitees were taken to the recent Section 8 housing meeting and signed up. Some invitees will qualify for Rapid Rehousing.

Motion to adjourn made by Ms. Henderson, which was seconded and passed.

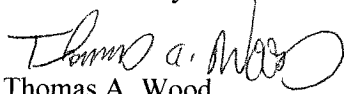
Meeting adjourned at 7:10 PM



Brandi Henderson



Charles Canary



Thomas A. Wood

Franklin Township Trustee
June 6, 2017

Call to Order at 7:05 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for May 2, the May assistance report, and May bank statements) by Ms. Henderson. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The Trustee reported on the current bank balance. She is interested in purchasing a truck, van or cargo van to help move clients and their belongings. The Trustee has used her personal vehicle in the past, resulting in damage occurring while transporting clients and their belongings. The vehicle would not be a 'take home' vehicle for the Trustee. The board requested some data on past usage. The Trustee will report back to the board with additional information.

A brief discussion was held regarding the need for household items so clients can set up house keeping once they no longer require assistance from the Trustee.

The Trustee reported that the office received a reimbursement for assistance from a past client.

The Trustee, along with the board, agreed there would not be a meeting in July. The next board meeting will instead be on August 1st.

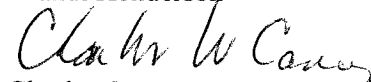
A brief discussion was held regarding the transitional housing units.

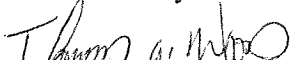
- A unit had a new stove installed. The old stove had a gas leak.
- Families are in every unit at this time.
- All is going well with invitees involved with Section 8 housing Rapid Rehousing.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:38 PM


Brandi Henderson


Charles Canary


Thomas A. Wood

Franklin Township Trustee
August 1, 2017

Call to Order at 7:03 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for June 6, the June and July assistance report, and the May and June bank statements) by Ms. Henderson. The motion was seconded and passed. The meeting minutes, assistance reports, and the bank statements were approved by the board and signed.

The Trustee reported that a local church has a church member with an accessible van he would like to donate. The Trustee is waiting on additional information about the van and to see the van. The Trustee would likely have the van evaluated by a mechanic before going further with this matter. The issue was tabled until the next meeting.

A brief discussion was held regarding the next meeting. The Trustee will be out of town the week of September 1st, so the meeting will be held September 12th.

A brief discussion was held regarding Trustee vacation/out of town protocol for September 2017.


A mileage claim was presented to the board by the Trustee. The mileage claim was reviewed by the board. A motion to approve was made by Mr. Canary, which was seconded and passed.

A brief discussion was held regarding the upcoming budget meetings, the dates for which have been set.


A brief discussion was held regarding the transitional housing units. The Trustee reported no issues and no problems at this time.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:25 PM


Brandi Henderson


Charles Canary


Thomas A. Wood

Franklin Township Trustee
September 12, 2017

Call to Order at 7:01 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for August 1, the August assistance report, and the bank statements) by MR. Canary. The motion was seconded and passed. The meeting minutes, assistance reports, and the bank statements were approved by the board and signed.

The Trustee opened the public meeting. A brief discussion was held regarding the Ordinance or Resolution for Appropriations and Tax Rate. The matter was tabled until the October 3rd meeting. The Trustee closed the public meeting.

The Trustee reported that an accessible van was donated to the office. The vehicle, a 1999 hi-top with 40,000 miles was inspected and needed a battery. The Trustee is working on insurance and plates. The vehicle will be use by the office as deemed necessary by the Trustee, but not as a take-home car for the Trustee or staff.

Resolution 17-09: Transfer Funds Between Appropriations in 2017 Budget. A brief discussion was held regarding the resolution. Mr. Wood made a motion to approve, which was seconded and passed.

Resolution 17-10: Vehicle Use Policy. The proposed policy was distributed and discussed. A motion to approve the resolution was made by Mr. Wood, which was seconded and passed.

A brief discussion was held regarding the upcoming ITA conference. The conference will be September 24th through the 27th.

A brief discussion was held regarding the transitional housing units. The Trustee reported that an invitee was removed from transitional housing and two people moved out.

The Trustee is investigating options for post-transitional housing for invitees. A brief discussion was held. More details to follow.

Motion to adjourn made by Mr. Canary, which was seconded and passed.

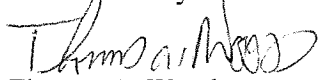
Meeting adjourned at 8:02 PM



Brandi Henderson



Charles Canary



Thomas A. Wood

Franklin Township Trustee
October 3, 2017

Call to Order at 7:03 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for September 12, the September assistance report, and the bank statements by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The Trustee opened the public meeting. A discussion was held regarding the Adoption of the 2018 budget and the Ordinance or Resolution for Appropriations and Tax Rate. Mr. Wood made a motion to approve the 2018 budget. The motion was seconded and passed. The Trustee closed the public meeting.

The Trustee reported that she is attempting to title/plate the van that was donated to the office.

The Trustee provided to the board a mileage claim for July, August, and September. The mileage claim was reviewed by the board.

The Trustee informed the board that a potential client that was denied assistance due to a lack of proper paperwork and timeliness of paperwork has filed an appeal. Update to follow.

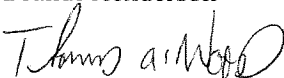
A brief discussion was held regarding the transitional housing units.

Motion to adjourn made by Mr. Wood, which was seconded and passed.

Meeting adjourned at 7:24 PM



Brandi Henderson



Thomas A. Wood

Franklin Township Trustee
December 5, 2017

Call to Order at 7:00 PM

Attendees at meeting

Lydia Wales, Brandi Henderson, Charles Canary, Thomas Wood

A motion was made to approve the consent agenda (meeting minutes for October 3, the October and November assistance report, and the September and October bank statements) by Mr. Wood. The motion was seconded and passed. The meeting minutes, assistance report, and the bank statement were approved by the board and signed.

The Trustee reported that the van that was donated to the office is working out well. Some additional work was needed, however.

The Trustee informed the board that her decision was upheld at a recent appeal by a potential client that was denied assistance due to a lack of proper paperwork and timeliness of paperwork.

The following items were presented to the board for discussion, review, and/or approval:

2017 Annual Certification of Elected Officers – signed by the board.

Resolution 17-11 – Establishing Salaries of Township Officers and Employees – reviewed by the board, motion to approve by Mr. Canary, motion passed.

2018 Emergency Assistance Eligibility Standards – reviewed and discussed.

Resolution 17-12 – Adopting 2018 EAES – motion to by Mr. Wood, motion passed.

2018 Fire protection Contract – reviewed and signed by the board.

2018 Exterminator Agreement – reviewed and signed by the board.

2018 Investigator Agreement – reviewed and signed by the board.

2018 Cleaning Agreement – reviewed and signed by the board.

2018 Sub-Lease Rental Agreement – reviewed and signed by the board.

2018 Conflict of Interest Disclosure Statement – reviewed and signed by the board.


2018 Letter to Sheriff – reviewed and signed by the board.

A brief discussion was held regarding the transitional housing units.

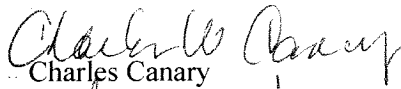
- Recently, a couple was removed from transitional housing for failure to follow the written guidelines.
- 16 people are currently placed in transitional housing.
- There is a wait list for transitional housing.

Motion to adjourn made by Ms. Henerson, which was seconded and passed.

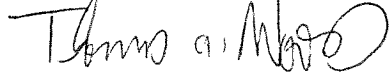
Meeting adjourned at 7:30 PM



Brandi Henderson



Charles Canary



Thomas A. Wood